Transforming Lives

UPDATING AND CLOSING COMPONENTS

Updating Existing or Transition to Another Component

Transforming Lives

- Re-Check BFA and TANF status
- Extend scheduled end date only (JS comp must be closed and then reopened)
- Make sure to enter progress note (Follow BFET Handbook standards)

Updating Existing or Transition to Another Component

Transforming Lives

TANF Status:	UNKNOWN	Open Date:		Close Date:	
Adult Recipient Months:	000	Ineligible Parent Months:	000	Total TANF Months:	
Consecutive Months in Sanction:	000	NCS Terminations: 000		Fed Qual Stat:	
Client Status Reason:					
AU Status Reason:					
TANF Exempt Reason:		Participation Status:			

Basic Food Type:	ABD-ABAWD (Able Bodied Adults without Dependents)				
Basic Food Status:	1 - Open	Open Date:	01/03/2017	Close Date:	
Relationship to HOH:	SE-Head of Household/Self				
Financial Responsibility:	RE-Recipient				
Work Registration Basic Food E&T Exempt Reason:		Basic Food Participation Status:	AB - Able Bodied Adults without Dependents		

RCA Status:		Open Date:		Close Date:	
		RCA Sanction Terminations: 000		Refugee Months:	
Client Status Reason:					
AU Status Reason:					

- Click on participant's name and client demographics screen will open
- Ensure BFA is active and a recipient (RE)
- Check on TANF status

Updating Existing or Transition to Another Component

Transforming
Lives

After clicking "close" from client demographics screen, go to E&T Components

Updating Existing or Transition to Another Component

Transforming Lives

Locate the components for your agency and click on the "Edit" above the component

Updating Existing or Transition to Another Component

Transforming Lives

Client Component/Contractor/IRP Update

Update

Component: JT	**Hours:** 22	**Completion Code:**
Start Date: 05/20/2015	**Scheduled End Date:** 10/1/2015	**Actual End Date:**
ESD Worker:	**DSHS Worker:** 0370U2	**Partner Id:** 037agf

Contractor: 6CE	
Scheduled Start Date: 05/20/2015	**Scheduled End Date:** 10/1/2015
	Actual End Date:

Contractor:	
Scheduled Start Date:	**Scheduled End Date:**
	Actual End Date:

Contractor:	
Scheduled Start Date:	**Scheduled End Date:**
	Actual End Date:

DSHS Responsible Dates

Update

- Update hours (if necessary) and scheduled end date
- Update the Partner ID (Click on the "?", type in your name, and locate the CSO the participant belongs to and click it)
- Click Save and follow up with a case note regarding the update/transition (Follow BFET Handbook standards)

Washington State
Department of Social & Health Services
Transforming lives

6

Updating Existing or Transition to Another Component

Quick Quiz

1. What is the first step before updating or extending a component?
2. Once a component is open, is it OK to change the start date?
3. How many days can a JS comp be updated without DSHS review?
4. What is the final step after updating or extending a component?

Transforming
Lives

CLOSING COMPONENTS

Closing Components

Transforming Lives

CS – completed satisfactorily
EE – entered employment
IC – incomplete
LC – loss of contact
NS – (DSHS use only)
12 – Unable to document
eligibility (opened in error)

- Identify closure code that best fits the reason for closure. Closure Codes: CS, EE, IC, LC, or 12 (NS is for DSHS use only)
- Enter the actual end date and click "Update." The actual end date must NEVER be later than the scheduled end date.
- Enter a case note regarding the closure (Follow BFET Handbook)

Closing Components

Transforming
Lives

Quick Quiz

1. What closing reason code is used to close a component on its scheduled end date?
2. What closing code indicates the participant obtained employment?
3. If the participant has not contacted you for at least 60 days, what action can be taken?
4. When closing a component, can the actual end date be later than the scheduled end date?

Transforming
Lives

Thank you!